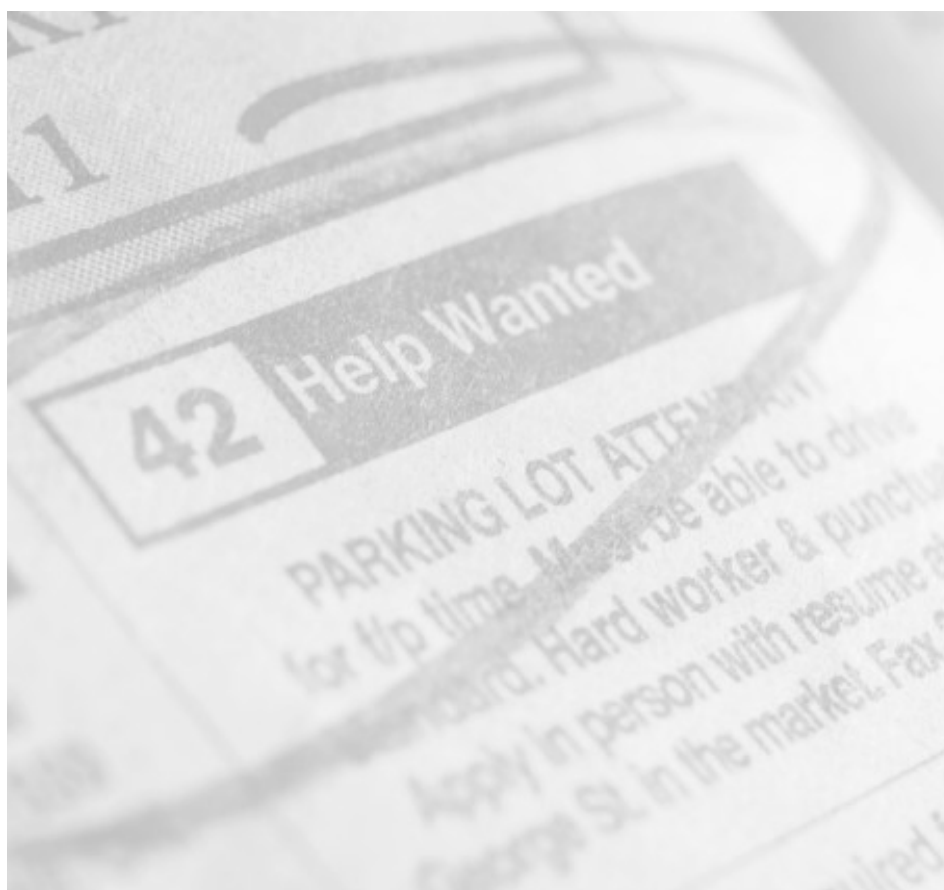


2004 JOB VACANCY SURVEY



TOPEKA/SHAWNEE COUNTY

*Labor Market Information Services, a division of the
Kansas Department of Labor, in cooperation with
GO Topeka, Greater Topeka Chamber of Commerce*

We would like to thank the employers who took the time to respond to the Kansas Job Vacancy Survey. Without their help, this study would not have been possible. We hope to continue to partner with Kansas employers to produce and provide useful and timely workforce information that will benefit employers, jobseekers and the state's workforce development efforts.

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Survey Background

An examination of the currently available labor market information reveals a gap in information concerning labor demand. Statistics are available under the Bureau of Labor Statistics (BLS) programs that provide information about the civilian labor force, which includes those workers who are employed and unemployed. Additional employment statistics are also available from the Kansas Covered Employment and Wages Program, providing data about employers and those employed. We also have another BLS program that provides information about occupational projections and average wages. Information from all of these programs tell us about the labor supply, however, information about the labor demand is not readily available and is an integral part of the workforce development process.

Labor Market Information Services (LMIS), the statistical branch of the Kansas Department of Labor (KDOL) moved to fill this data gap. The Job Vacancy Survey (JVS) is a tool to help paint a picture of current labor demands. The data is useful to workforce development personnel, educators and job seekers.

This year, in addition to contracting with GO Topeka for the Shawnee County Survey, the study was expanded state-wide to obtain openings for the state and each of the five Local Areas.

Since 2001, LMIS has conducted an annual Job Vacancy Survey to determine the number and type of job openings in the Topeka area. The 2004 study for Shawnee County will be the fourth round conducted by LMIS. Funding for the county survey was provided, in part, by GO Topeka, a committee of the Greater Topeka Chamber of Commerce.

About the Survey

Information from the 2004 Kansas Job Vacancy Survey comes from a survey of 4,667 Kansas employers conducted over a three-month period from April 7, 2004 to July 7, 2004 (second quarter of 2004). The sample was stratified by major industry and size class to represent the universe of employers in the five Local Areas throughout the state of Kansas. The sample was drawn using software produced by BLS. This software weighted each employer in the sample relative to others in each Local Area in the same industry and of the same size. After the data collection was complete, this weight was used to project the estimate of the number of job vacancies.

In order to obtain data for Shawnee County, the sample included 379 establishments in Shawnee County, using the same stratification and weighting method mentioned above. We received 248 usable responses from Shawnee County employers, resulting in a satisfactory response rate of 65 percent.

Statewide, we received usable responses from 3,035 employers, a participation rate of 65 percent, resulting in statistically reliable data.

Employers surveyed were asked to provide information on current job vacancies at the time of the survey, therefore, these estimates are considered as point-in-time estimates. Survey respondents were asked to report job titles and the number of job vacancies for which they were recruiting. For each job title, they were also asked to provide education and experience requirements, wages and benefits offered and the length of time job vacancies had been open.

The job titles were coded into detailed occupations using the Standard Occupational Classification (SOC) System. Most of the results were reported using the 20 major occupational groups in the SOC. This survey revealed there were an estimated 2,165 job vacancies in Shawnee County during the second quarter of 2004.

Job Vacancy Rate

One measure of workforce demand included in this year's analysis is the job vacancy rate. This rate is a computation of the number of job vacancies as a percent of all filled positions.

The number of job vacancies alone does not provide adequate information about labor demand, relative to the size of the industry or occupation. For example, the occupation of Retail Salespersons, with 58 openings, is one of the top 25 occupations with the most job vacancies in Shawnee County (table 2 on page 5). The estimated employment for this occupation is 3,280, resulting in a job vacancy rate of only 1.8 percent. This means that for every 100 filled positions there are less than two vacancies in the county.

The average job vacancy rate across all occupations in Shawnee County for the second quarter of 2004 is 2.2 percent, or two job vacancies for every 100 filled positions.

Job Vacancies by Occupation

The occupational group with the largest number of job vacancies and the highest job vacancy rate is Transportation and Material Moving, with 433 openings and an 8.2 percent job vacancy rate. Other occupational groups showing a large number of job vacancies and a high job vacancy rate are Healthcare Practitioners and Technical (201 vacancies and 3.0 percent), Personal Care and Service (105 vacancies and 4.7 percent) and Computer and Mathematical (83 vacancies and 4.0 percent).

During this same quarter, we estimate that there were more than twice as many unemployed people in Shawnee County as there were job vacancies.

The lowest job vacancy rates are found in the following occupational groups: Legal (1 job vacancy and 0.1 percent job vacancy rate) and Education, Training and Library (6 job vacancies and 0.1 percent).

Table 1
Job Vacancies by Major Occupational Group

Major Occupational Group	Number of Vacancies	Job Vacancy Rate	Average Wage Offer**
All Job Vacancies	2,165	2.2%	\$11.76
Transportation and Material Moving	433	8.2%	\$12.15
Office and Administrative Support	366	1.9%	\$9.11
Sales and Related	209	2.3%	\$8.50
Healthcare Practitioners and Technical	201	3.0%	\$16.48
Management	128	2.3%	\$25.55
Business and Financial Operations	111	2.4%	\$17.40
Personal Care and Service	105	4.7%	\$5.24
Healthcare Support	96	3.3%	\$9.30
Food Preparation and Serving-Related	92	1.3%	\$5.84
Computer and Mathematical	83	4.0%	\$15.81
Installation, Maintenance and Repair	70	1.5%	\$9.70
Arts, Design, Entertainment, Sports and Media	45	3.3%	\$14.30
Protective Service Occupations	44	1.9%	\$11.31
Building and Grounds Cleaning and Maintenance	44	1.7%	\$7.75
Production	37	0.6%	\$11.90
Construction and Extraction	30	0.7%	\$9.37
Architecture and Engineering	26	1.6%	\$14.07
Life, Physical and Social Science	19	2.0%	\$14.93
Community and Social Services	18	1.0%	\$11.57
Education, Training and Library	6	0.1%	\$16.07
Legal	1	0.1%	NR
Farming, Fishing and Forestry	1	1.0%	NA

** The wages are average hourly wages calculated from wages reported by employers who responded.

NA: Not available-Data were not available for this occupation.

NR: Not reportable-Data are not reported due to failure to meet reliability standards.

The average wage offer for all job vacancies in Shawnee County is \$11.76. This figure is based upon the responses employers provided to the wage offer question on the survey and does not reflect information from other sources or wages paid for currently filled positions. Ten percent of the participants did not respond to the expected wage question on the survey. This average does not include wage information for any occupations paid by special pay arrangements. For example, some truck drivers are paid a certain amount per load. It also does not include all monies received from tips for certain occupations, such as waiters and waitresses.

The occupational groups with the highest average wage offer are Management with an average of \$25.55 an hour and Business and Financial Operations with an average of \$17.40.

Table 2

Top 25 Occupations with the Most Job Vacancies

Job Title	Number of Vacancies	Job Vacancy Rate	Average Wage Offer **
Truck Driver, Heavy and Tractor-Trailer	271	32.7%	\$14.78
Cashiers	138	5.9%	\$5.72
Registered Nurses	107	3.8%	\$17.81
Recreation Workers	100	47.6%	\$5.15
Customer Service Representatives	87	4.7%	\$9.80
Office Clerks, General	74	3.1%	\$8.04
Packers and Packagers, Hand	68	11.5%	\$9.57
Retail Salespersons	58	1.8%	\$15.20
Laborers and Freight, Stock and Material Movers	57	4.5%	\$9.04
Nursing Aids, Orderlies and Attendants	55	4.6%	\$8.66
Correctional Officers and Jailers	44	10.7%	\$11.31
Waiters and Waitresses	44	4.2%	\$5.15
Financial Analysts	37	52.9%	\$19.68
Shipping, Receiving and Traffic Clerks	37	10.6%	\$9.00
Financial Managers	36	7.3%	\$32.26
Compliance Officers, except Agri, Constr, and Transp	35	8.3%	\$16.19
Computer System Analysts	35	5.2%	\$19.68
Tellers	34	8.7%	\$8.00
Computer Support Specialists	32	11.9%	\$11.10
Marketing Managers	29	29.0%	\$26.44
Licensed Practical and Licensed Vocational Nurses	29	4.8%	\$13.15
Accountants and Auditors	28	3.1%	\$16.35
Automotive Service Technicians and Mechanics	28	10.4%	\$8.17
AO Healthcare Support Workers	23	46.0%	\$9.53
Receptionists and Information Clerks	23	2.5%	\$9.55

** The wages are average hourly wages calculated from wages reported by employers who responded.

NR: Not reportable-Data are not reported due to failure to meet reliability standards.

Job vacancies were grouped into 460 unique occupations based upon information received from survey respondents. The occupation with the most job vacancies in Shawnee County is Truck Drivers, Heavy and Tractor Trailer, with a projection of 271 openings and a job vacancy rate of 32.7 percent.

It is not surprising that the occupations of Registered Nurses, with 107 openings; Nursing Aids, Orderlies, and Attendants, with 55 openings; Licensed Practical and Licensed Vocational Nurses, with 29 openings; and All Other Healthcare Support Workers, with 23 openings, appear on this list, as these specific occupations in the Healthcare industry are in high demand across the country.

The top 25 occupations with the most job vacancies in Shawnee County account for 70 percent of total job vacancies.

The high number of job vacancies for Recreation Workers, at 100 openings and a job vacancy rate of 47.6 percent, was most likely due to the timing of the survey. During the months of April and May, many recreation departments are focused on filling their temporary openings for summer camps and events.

The highest average wage offer among the top 25 occupations is found in Financial Managers (\$32.26) and Marketing Managers (\$26.44). Ten of the top 25 occupations offer an average wage of more than \$12.00 an hour.

The job vacancy rate is a computation of the number of job vacancies as a percent of all filled positions.

Job Vacancies by Industry & Size

The industry groups with a large number of job vacancies and a high job vacancy rate are Transportation and Warehousing (268 openings and 14 percent vacancy rate), Finance and Insurance (382 openings and 7.2 percent) and Educational Services (67 openings and 16.6 percent).

The lowest job vacancy rates are found in the Administration and Waste Services industry (8 openings and 0.2 percent vacancy rate), Management of Companies and Enterprises (7 openings and 0.6 percent) and Other Services (7 openings and 0.2 percent).

The highest average wage offer is found in the Finance and Insurance industry at \$15.55, followed by Transportation and Warehousing (\$14.75) and Management of Companies and Enterprises (\$14.42).

Table 3
Job Vacancies by Industry

Industry	Number of Vacancies	Job Vacancy Rate	Average Wage Offer **
<u>All Job Vacancies</u>	<u>2,165</u>	<u>2.2%</u>	<u>\$11.76</u>
Finance and Insurance	382	7.2%	\$15.55
Health Care and Social Assistance	380	2.6%	\$13.09
Transportation and Warehousing	268	14.0%	\$14.75
Government	243	1.1%	\$10.03
Manufacturing	203	3.0%	\$10.29
Accommodation and Food Service	185	2.8%	\$5.45
Retail Trade	137	1.1%	\$10.67
Information	119	3.1%	\$10.18
Educational Services	67	16.6%	\$11.16
Construction	60	1.2%	\$9.33
Professional and Technical	47	1.2%	\$11.44
Wholesale Trade	38	1.4%	\$13.99
Arts, Entertainment and Recreation	10	1.2%	\$9.00
Administration and Waste Services	8	0.2%	\$7.50
Management of Companies and Enterprises	7	0.6%	\$14.42
Other Services, except Public Administration	7	0.2%	\$11.37
Agriculture, Forestry, Fishing and Hunting	2	6.7%	NR
Utilities	2	D	NR
Mining	0	D	NA
Real Estate and Rental and Leasing	0	0.0%	NA

** The wages are average hourly wages calculated from wages reported by employers who responded.

D: Disclosure-Represents information not released due to BLS disclosure requirements.

NR: Not reportable-Data are not reported due to failure to meet reliability standards.

NA: Not available-Data were not available for this industry.

Table 4
Job Vacancies by Size

Size	Number of Vacancies	Job Vacancy Rate	Average Wage Offer **
All Job Vacancies	2,165	2.2%	\$11.76
Small (5-49 employees)	1,038	3.6%	\$12.70
Large (250 or more employees)	777	2.2%	\$11.10
Medium (50-249 employees)	283	1.0%	\$11.36
Very Small (1-4 employees)	67	1.6%	\$8.16

** The wages are average hourly wages calculated from wages reported by employers who responded.

The highest job vacancy rate is found in small firms with 5 - 49 employees. The 3.6 percent rate indicates that these firms may be having a more difficult time than larger firms with finding qualified, willing job applicants.

In Shawnee County, the number of projected job vacancies was found to be evenly distributed between firms with less than 50 employees and those firms with 50 or more employees.

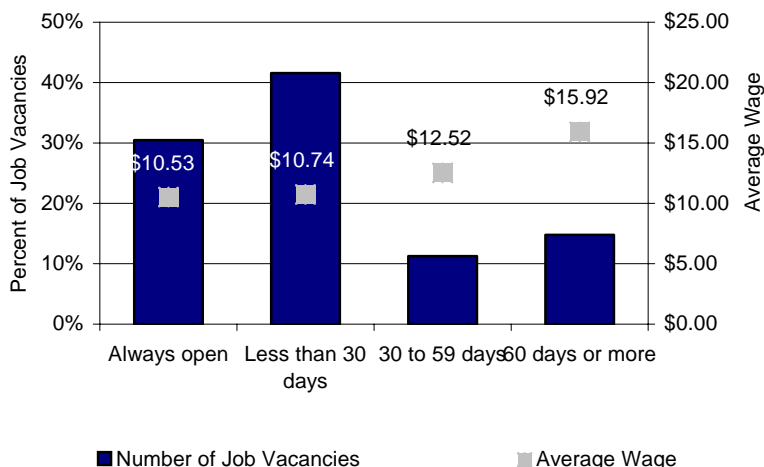
Duration of Job Vacancies

Another measure of labor market dynamics is the duration of a job vacancy. Survey respondents were asked how long current job vacancies have remained unfilled. Respondents reported that 15 percent of the job vacancies in Shawnee County have been open 60 days or more, an indication that these positions are more difficult to fill. The average wage offer for positions open for 60 days or more is \$15.92. In professional, high-skill or technical fields, where the average wage is competitive, this longer duration of job vacancy may indicate a shortage of qualified workers due to the specialized education or training required.

Only 26 percent of the job vacancies are reported as being open 30 days or more. Occupations that have a small number of vacancies open for longer than 30 days, may have shorter hiring cycles, indicating there is no shortage of workers. These vacancies may also indicate that the position needs to be filled quickly, such as camp counselors for the summer season.

Thirty percent of the job openings in Shawnee County are reported to be “always open”.

Graph 1
Job Vacancies by Length of Vacancy

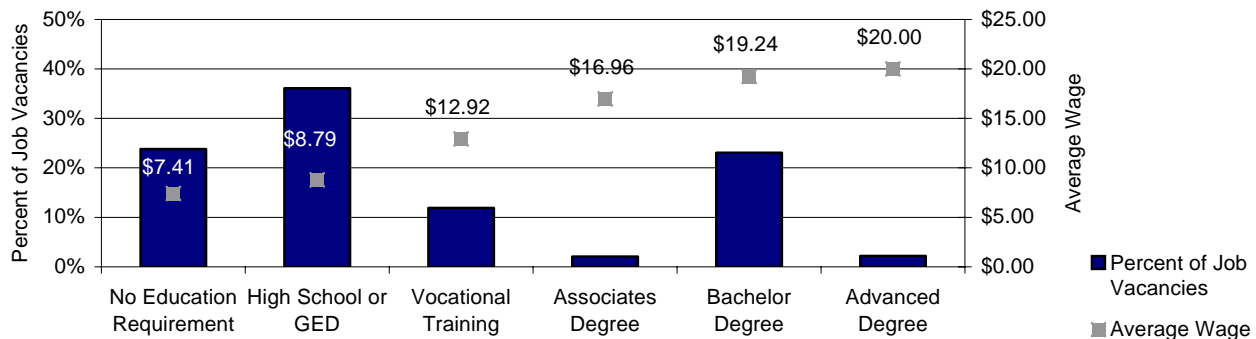


Another possible response was “constantly recruiting”. Employers reported that recruiting for these “always open” positions was continuous. Jobs in high-turnover fields may need to be refilled multiple times in a single year, resulting in the appearance of many job vacancies. On the other hand, some positions are always open due to a lack of qualified applicants.

Education & Experience

Graph 2

Job Vacancies by Required Education

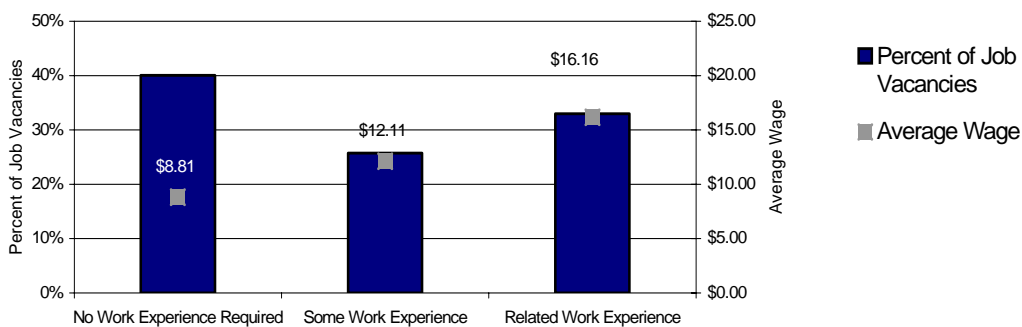


Sixty percent of the job openings in Shawnee County do not require post-secondary education. These positions offer average wages of less than \$9.00 an hour.

Thirty-nine percent of the positions open-for-hire require a post-secondary degree or vocational certificate. These positions offer an average starting wage of \$12.92 to \$20.00 an hour. It is evident from the data of this survey that the more education the position requires, the more it is likely to pay.

Graph 3

Job Vacancies by Required Experience



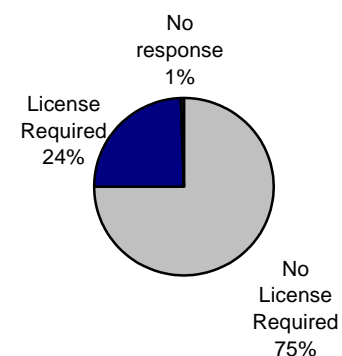
Almost 60 percent of the job vacancies require some work experience. Positions requiring some work experience indicate an average wage offer above \$12.00 an hour. Job openings that require work experience directly related to the position have an average wage offer above \$16.00.

Only 15 percent of the job openings do not require any specific education or work experience, labeling them as truly entry-level positions.

Twenty-four percent of the job vacancies require a license or certificate. These vacancies include occupations such as teachers, truck drivers, bus drivers, registered nurses and other health related occupations.

Chart 1

License Required



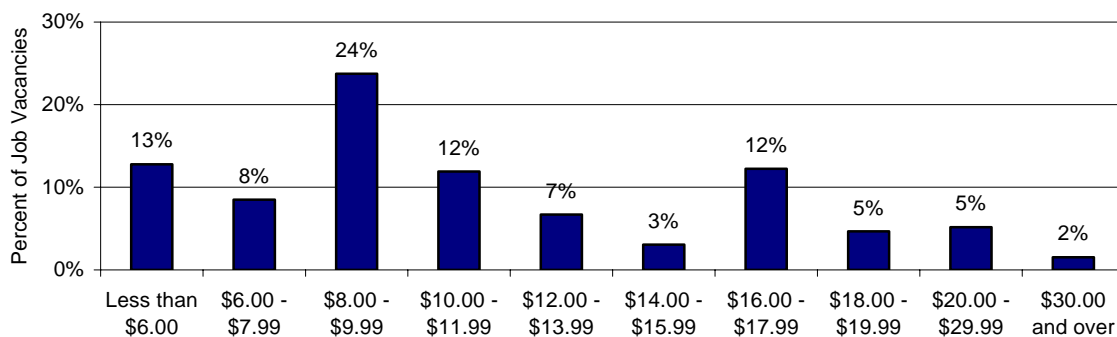
Wages & Benefits

Thirty-four percent of the job vacancies reported in Shawnee County pay a least \$12.00 an hour.

Forty-six percent of the job vacancies pay at least \$10.00 an hour.

The average wage offer for all job openings in Shawnee County is \$11.76.

Graph 4
Job Vacancies by Hourly Wage Range

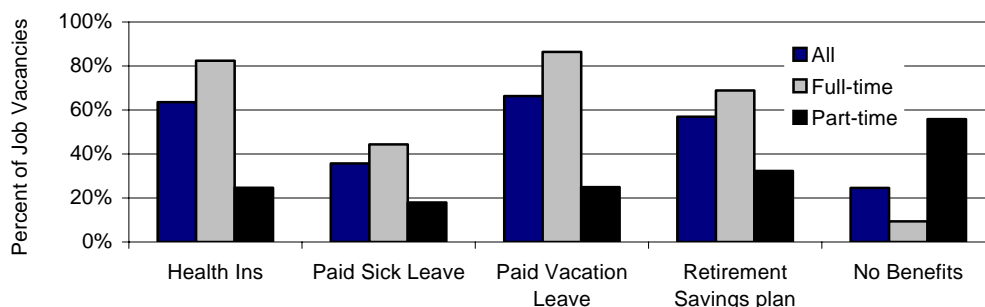


In Shawnee County, a majority of full-time job vacancies offer paid vacation leave (86 percent) and health insurance (82 percent). Sixty-nine percent of the full-time job vacancies offer a retirement savings plan and 44 percent offer paid sick leave.

Part-time job vacancies are less likely to offer benefits. The survey estimates indicate that 32 percent of the part-time job vacancies offer retirement savings plans, 25 percent offer health insurance, 25 percent offer paid vacation leave and only 18 percent offer paid sick leave.

Fifty-six percent of the part time job openings do not provide any benefits. Only nine percent of the full-time vacancies do not provide any benefits.

Graph 5
Job Vacancies by Type of Benefits Offered



Other Information

Seventy-six percent of the job vacancies are considered full-time. The average wage offer in Shawnee County for full-time positions is \$13.95 and the average for part-time is \$8.32.

Eighty-three percent of the positions open-for-hire in Shawnee County are considered permanent positions. The average wage offer for permanent positions is \$12.68. The average wage offer for seasonal or temporary positions is \$7.68.

Chart 2
Full-time/Part-time

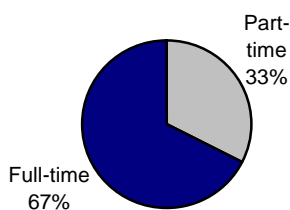
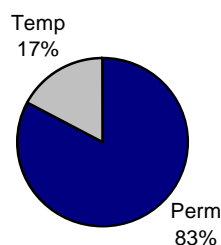


Chart 3
Temporary/Permanent



A complete report of the Kansas Job Vacancy Survey methodology is available on the Internet at www.laborstats.org/reports/jvs2004/methodology.htm.

For the full 2004 Kansas Job Vacancy Survey report, which includes statewide data, in addition to data for five Local Workforce Areas, see the LMIS Web site at www.laborstats.org/reports/jvs2004.

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